

LCLM4001 Academic Skills

Reflective Report

2332197

Maricel alvaro

Lecturer: Peter Allen

Table of Contents

Introduction.....	3
Reflections	4
Paraphrasing	5
Note Taking.....	6
Conclusion.....	7
References.....	8

INTRODUCTION

Throughout this course, I learned that there are various academic skills that are needed to be tackled and mastered, three of these are Reflection skills ,Paraphrasing skills and Note taking skills.

While learning these skills, this made me realize that there are various methods in order to communicate properly to an individual or as a group.

REFLECTIONS SKILLS

The topic that I chose is Reflective writing. According to University of Cambridge adapted from The Reflective Practice Guide: An Interdisciplinary Approach / Barbara Bassot, reflective writing is

defined as “Writing reflectively involves critically analyzing an experience, recording how it has impacted

you and what you plan to do with your new knowledge.” It is also said that reflective writing is written

in the first-person perspective, Analytical, Free flowing, Subjective, A tool to challenge assumptions, a

time investment. It is discussed to us in our class that there are different ways in order to write a

reflection regarding a certain topic. One of those are by following the 3 steps which are: Briefly

describing the topic or event, Interpreting the context in which what are the important details, and lastly

Outcome wherein you state what you had learned throughout and how can you use and apply in order

for you to improve your academic skill in communicating with others. Learning on how to properly

compose a reflecting writing can be used in different things in life and one of these are in Academic

writing. I think reflective writing is important in order for the speaker to assess what are the thoughts of

his or her readers and is it of relevant importance.

Why do we need reflective writing? According to University of Sussex, Reflective helps you to

develop academic skills, and a better understanding of the topic you are studying, and enables you to

assess yourself. You may need to do some reflective writing as part of an assignment for your course. The last topic that I chose is Reflective writing. According to University of Cambridge adapted

from The Reflective Practice Guide: An Interdisciplinary Approach / Barbara Bassot, reflective writing is

to let us share our knowledge to our future

readers, studying, and enables you to

assess yourself. You may need to do some reflective writing as part of an assignment for your course. This could be as a reading log, journal, blog, e-portfolio, work placement diary or reflective essay. So

learning to compose a reflection to a context can be really very helpful

In the process of learning these topics, I learned that we can use different kinds of techniques in

defined as “Writing reflectively involves critically analysing an experience, recording how it has impacted

you and what you plan to do with your new knowledge.” It is also said that reflective writing is written

in the first-person perspective, Analytical, Free flowing, Subjective, A tool to challenge assumptions, A

time investment. It is discussed to us in our class that there are different ways in order to write a

reflection regarding a certain topic. One of those are by following the 3 steps which are: Briefly

describing the topic or event, Interpreting the context in which what are the important details, and lastly

Outcome wherein you state what you had learned throughout and how can you use and apply in order

for you to improve your academic skill in communicating with others. Learning on how to properly

compose a reflecting writing can be used in different things in life and one of these are in Academic

writing. I think reflective writing is important in order for the speaker to assess what are the thoughts of

his or her readers and is it of relevant importance.

Why do we need reflective writing? According to University of Sussex, Reflective helps you to

develop academic skills, and a better understanding of the topic you are

order for us to improve our skills. The most important one for me are that I learned on how to avoid

making a plagiarized context and on how to properly quote the author's ideas. I also learned that there

are pros and cons in reading various contexts. The pro is that I can learn more and even share it to

others, but the cons is If I am not able to properly quote or reference what I have learned, there is a

possibility that what I would want to share with others will be considered as a plagiarized work. Now

that I have an idea regarding these topics it is currently helping me on how to communicate properly.

And, for sure this will help me a lot in the future to be able to make a high-quality work.

In order for us to be able to summarize, paraphrase and compose a reflective writing better we

need to learn and follow techniques and guidelines. This will

context came from in order to avoid plagiarism. Second one is

Significant changes to the original source and is all about changing the sentence structure of the main context. Lastly, the Flexibility in the paraphrase which means there is no "correct" way to paraphrase and also means that there are different

PARAPHRASING SKILLS

Next on the list is Paraphrasing skills, according to Sheldon Hentschke of San José State University Writing Center, the process of rewording an author's text, explanation, argument, or

narrative is called paraphrasing. His other term for paraphrase is "indirect quotation". He considered

three aspects in paraphrasing which are, Citation of original source, Significant changes to the original

source, and Flexibility in the paraphrase. The first one is Citation of original source and it is all about

stating where does your paraphrased correct ways in order to paraphrase and not only one, so we

have various choices in what way we choose to paraphrase a given context. Paraphrasing skill is

somewhat similar to summarizing skill but their difference is that paraphrased context is a longer way of

relaying information, more detailed than summary and can include supporting ideas and examples and

lastly by switching words to the original context or by using synonyms as compared to summarizing. To

simply explain, Paraphrasing is writing what the author of the context said without changing the main

idea, but by using different words. According to our discussion in the class, we can use techniques in

order to paraphrase and these are: Changing vocabulary by using synonym, changing word class, and

Changing word order. Paraphrasing is needed when for example we need to express or use someone

else's idea by quoting what the author of the context stated. During our class, we finished practice

exercises regarding the proper way to paraphrase. We first tried the practice exercise regarding

synonyms, word class and word order. We used what we learned in paraphrasing short sentences

quoted by authors. After our class I learned that in order to paraphrase correctly we need to follow

different techniques. It is important to paraphrase correctly for us not to commit plagiarism. On a

different context from Federation University, there are five main strategies in order to paraphrase and

these are, using synonyms, Varying the sentence patterns, Changing or reversing the order of ideas,

Breaking long sentences into shorter ones, and making abstract ideas more concrete (simplification). In

the said context, I also read some useful tips in order to paraphrase better and it is by using as many

paraphrasing techniques as possible, Practicing and varying these techniques, remembering to acknowledge your source of information, Double-checking citation sources for accuracy, ensuring

paraphrased information is true to the original, and by exercising to improve your paraphrasing skill.

Why do we need to paraphrase? According to Facilitator's Guide to Participatory Decision-Making by Sam Kemer, et. al, 2014, We can directly understand someone's thoughts and allowing

authors to know what their readers thought of w This could be as a reading log, journal, blog, e-portfolio, work placement diary or reflective essay. So

learning to compose a reflection to a context can be really very helpful.

In the process of learning these topics, I learned that we can use different kinds of techniques in

order for us to improve our skills. The most important one for me are that I learned on how to avoid

making a plagiarized context and on how to properly quote the author's ideas. I also learned that there

are pros and cons in reading various contexts. The pro is that I can learn more and even share it to

others, but the cons is If I am not able to properly quote or reference what I have learned, there is a

possibility that what I would want to share with others will be considered as a plagiarized work. Now

that I have an idea regarding these topics it is currently helping me on how to communicate properly.

And, for sure this will help me a lot in the future to be able to make a high-quality work.

In order for us to be able to summarize, paraphrase and compose a reflective writing better we

need to learn and follow techniques and guidelines. This will help us share our knowledge to our future

readers.

NOTE TAKING

What is Note taking? According to Oxford reference, Note taking is

“the process of writing down what people are saying and/or what a journalist is observing, for the

purpose of writing a subsequent story”. Why do we need to take down notes? Note taking is a skill that

we can repeatedly use throughout our learning process. For example, in my situation now, I am able to

help myself learn and understand our topics in an easier way because during our class I am taking down

notes in order for me to have a reminder when for example I want to review what have we discussed

during our class. Issac Newton once said, “If I have done great things, it’s because I was standing in the

closet of smart men taking notes and then publishing their ideas as my own.” There are various ways on

how to take down notes according to Yeshiva University, I have read that they gave an example of note

taking methods which are the Cornell method and the Outline method. When you choose to use either

of the two methods stated above, your notes are organized, easier for you to identify key words, and

you can use your notes as your reviewer for an upcoming examination. In order to efficiently take down

notes, we need to be a good listener and we must be prepared mentally and physically. We must also be

prepared of what are the needed things during the lecture, for example our writing materials and we

need to prepare questions to be asked regarding the topic. In order to do so, we must read the

beforehand what the lecture is all about in able to interact with our professor. During the lecture, I have

read that it is helpful when you encounter unclear things, we can mark it and afterwards we can ask our

lecturer about it. After the lecture, we can use our next topic which is paraphrasing in order for us to

Why do we need to learn and enhance note taking skill? Note taking is important as we can use

it again and again in our learning process. We can take note of important ideas we have learned and we

can go back to ideas or topics that are not clear to us. Note taking also helps us to easily understand the

review at the same time what have we discussed during the lecture.

discussed lecture. We just need to efficiently take down note and discover which method is easier for us

to learn.

CONCLUSION

Given all the topics discussed above,I have learned that we can use different kind of

Techniques in order for us to improve our academic writing skills.The most important one for me are that I learned on how to avoid making a plagiarized context and on how to properly quote the author's ideas. I also learned that there pros and cons in reading various context .The pro is that I can learn more and even share it to others, but the cons is if I'm not properly to quote or reference what I have learned, there is a possibility that what I would want to share with others will be considered as a plagiarized work. Now that I have an idea regarding these topics it is currently helping me on how to communicate properly. And for sure this will help me a lot in the future to be able to make a high quality work

In order for us to be able to note take, paraphrase and compose a reflective writing better we

need to learn and follow techniques and guidelines. This will help us share our knowledge to our future readers.

Reference/s:

1. Oxford Reference

<https://www.oxfordreference.com/display/10.1093/acref/9780199646241.001.0001/acref-9780199646241-e-957>

Access date: 08/06/2024

2. Scrintal

<https://scrintal.com/guides/note-taking-defined-how-to-describe-it-exactly>

Access date: 08/06/2024

3. University of Derby

<https://libguides.derby.ac.uk/c.php?g=693783&p=4976484>

Access date: 08/06/2024

4. San José State University Writing Center

Paraphrasing, Spring 2017

Written by Sheldon Hentschke

<https://www.sjsu.edu/writingcenter/docs/handouts/Paraphrasing.pdf>

Access date: 08/05/2024

5. Paraphrasing-The Basics by Federation University

https://studyskills.federation.edu.au/wp-content/uploads/2020/06/paraphrasing_the-basics_2020.pdf

Facilitator's Guide to Participatory Decision-Making by Sam Kamer, et. all, 2014.

[https://results.wa.gov/sites/default/files/Eden%20Teachout%20and%20Heidi%20Lovea](https://results.wa.gov/sites/default/files/Eden%20Teachout%20and%20Heidi%20Lovea%20II%20-%20Understanding%20Expectations%20Through%20Better%20Listening%20Handout%20Packet.pdf)

[II%20-%20Understanding%20Expectations%20Through%20Better%20Listening%20Handout%20Packet.pdf](https://results.wa.gov/sites/default/files/Eden%20Teachout%20and%20Heidi%20Lovea%20II%20-%20Understanding%20Expectations%20Through%20Better%20Listening%20Handout%20Packet.pdf)

Access date: 08/05/2024

